AD/CVD

Case and Message Search

April 2020

U.S. Customs and
Border Protection

SECURITY NOTICE

The following materials contain U.S. Customs and Border Protection, Department of Homeland Security Information that is FOR OFFICIAL USE ONLY, or other types of sensitive but unclassified information requiring protection against unauthorized disclosure. These materials will be handled and safeguarded in accordance with DHS management directives governing protection and dissemination of such information.

At a minimum, these materials will be disseminated only on a "need-to-know" basis and, when unattended, will be stored in a locked container or area offering sufficient protection against theft, compromise, inadvertent access, and unauthorized disclosure.

This document is loaned to your agency FOR OFFICIAL USE ONLY and remains the property of U.S. Customs and Border Protection, Department of Homeland Security. Any further request for disclosure of this document or information contained herein should be referred to the Disclosure Law Branch, Office of Rulings and Regulations (ORR).

TABLE OF CONTENTS

INTRODUCTION

There are two ways to search for a case and message:

- Quick Search - Using the case or message number.

- Advanced Search - Using multiple search criteria.

Use Quick case Search by entering partial/full case number. You may use the partial/full message number or partial/full case number when doing a Quick message search.
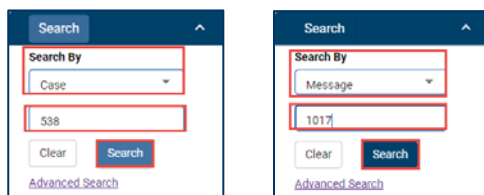
Use Advanced Search to narrow search results.

- Two criteria are required for a case search.

- One criteria is required for a message search.

SEARCH FOR A CASE OR MESSAGE USING QUICK SEARCH

1. In the **Search** pane:

   a. In the **Search By** field, select **Case** or **Message** in the drop-down menu.

   b. In the next field, type a partial/full *case number* or partial/full *message number.*

   c. Select the **Search** button.

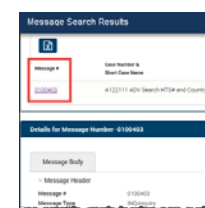   The **Search Results** pane displays.

2. (Case Search) In the **Search Results** pane in the **CBP Case #** column, select a case number hyperlink.

   The **Details for Case Number #** pane displays below the **Case Search Results** pane.

   OR

   (Message Search) In the **Message Search Results** pane in the **Message #** column, select a message number hyperlink.

   The **Details for Message Number** pane displays below the **Message Search Results** pane.

   TIP: Select the **Excel** icon to export search results.

   Use [Filter Search Results] to filter the results further.

SEARCH FOR A CASE OR MESSAGE USING ADVANCED SEARCH

1. In the **Search** pane:

    a. In the **Search By** field, select **Case** or **Message** in the drop-down menu.

    b. Select the **Advanced Search** hyperlink.
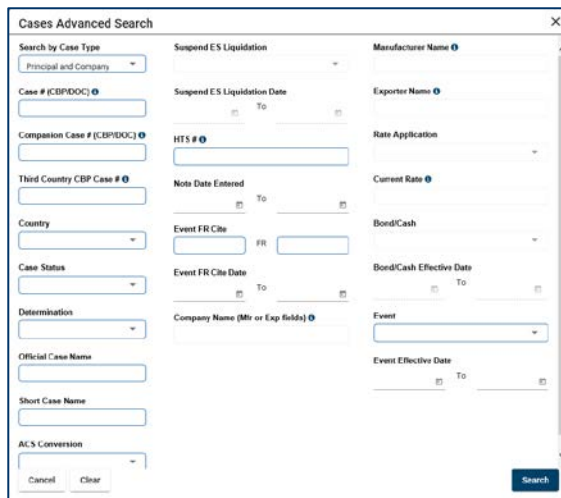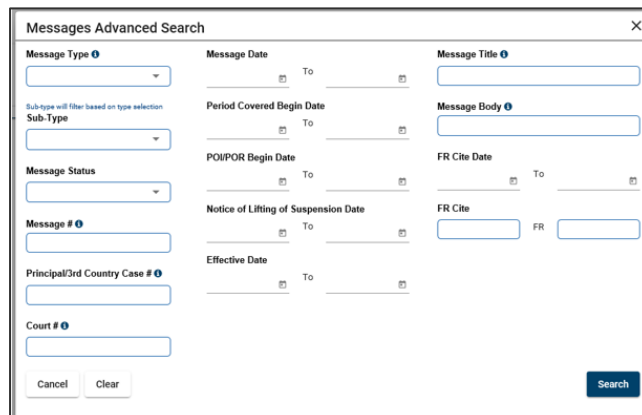
    The **Cases** or **Messages Advanced Search** dialog box displays.

    IMPORTANT: Do not enter any criteria in the **case number** or **message number** field.

2. In the **Advanced Search** dialog box:

    a. Type or select search criteria.

    b. Select the **Search** button.

    The **Case** or **Message Search Results** pane displays.

    NOTE: A new **Message Title** field has been added to the **Messages Advanced Search** pane.

3. In the **Case** or **Message Search Results** pane in the **CBP Case #** column or **Message #** column, select a hyperlink.

    The **Details for Case** or **Message Number #** pane displays below the **Search Results** pane.